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Computer

Word

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Introduction:

What Does Microsoft Word Mean?

Microsoft Word is a widely used commercial word processor designed by Microsoft. Microsoft Word is a component of the Microsoft Office suite of productivity software, but can also be purchased as a stand-alone product.

Microsoft Word was initially launched in 1983, and has since been revised numerous times. It is available for both Windows and Apple operating systems.

Microsoft Word is often called simply Word or MS Word

Content:

What Is Microsoft Word?

You may be wondering: *what type of program is Microsoft Word?* A good definition is that it's a word processor. That's an application you use to “process”— format, manipulate, save, print, share — a text-based document.

Microsoft Word is arguably the most popular word processor on the planet. That's because it's part of Microsoft's Office Suite, which is installed in [1 billion devices](#) in the world (according to groovyPost).

When Word 1.0 for Windows was released in 1989, it was one of the first word processors that offered a WYSIWYG (what you see is what you get) interface.

This combination of ease of use and robust features makes it the go-to word processor in both homes and offices today. It's now also available for the Mac operating system as well as a web-based version through an Office 365 subscription.

Techopedia Explains Microsoft Word

In 1981, Microsoft hired Charles Simonyi to develop a word-processing application. The first version was released in 1983.

Initially, MS Word was not very popular, owing to its radically different look compared to WordPerfect, the leading word processor at that time. However, Microsoft improved Word continually over the years, including a 1985 version that could run on a Mac. The second major release of Word, in 1987, included an upgrade of major features, in addition to new functionalities such as support for rich text format (RTF).

In 1995, Microsoft increased its market share in the word processor business with the release of Windows 95 and Office 95, which offered a bundled set of office productivity software.

Some features that have made MS Word useful include a WYSIWYG (what-you-see-is-what-you-get) display: this design ensures that everything displayed on screen appears the same way when printed or moved to another format or program. The ability of users to copy and paste MS Word content into many other platforms without significant formatting loss is one reason the software has stayed so popular in the last two decades.

In addition, MS Word has a built-in dictionary for spell checking; misspelled words are marked with a red squiggly underline. MS Word offers text-level features such as bold, underline, italic and strike-through, and page-level features such as indentation,

paragraphing and justification. Word is compatible with many other programs, the most common being the other members of the Office suite.

In 2007, .docx became the default file format, replacing the “.doc” extension.

As Microsoft Word modernized over time, so did Microsoft operating systems. Since the Microsoft Office suite is inherently tied to the Microsoft operating system, its use featured in user frustrations around end-of-life for Microsoft XP and the successive Vista and Windows 7, 8 and 10 additions.

At the same time, Microsoft was getting on the cloud bandwagon. Its new offering, Microsoft Office 365, replaces old out of the box or single machine licensing methods with a cloud-delivered set of software applications that users can access from anywhere.

With subscription pricing, many customers are now accessing Microsoft Word and Office suites through office 365 instead of buying it through downloads with license keys. Theoretically, the cloud-delivered method allows for more versatile use on multiple devices, although some users have reported trouble trying to get new devices authorized.

One other popular aspect of the cloud-delivered software is that there's no need to load it onto the local hard drive, leaving the end device less cluttered by drivers and other types of software infrastructure. At the same time, Microsoft has added other complementary cloud applications like OneNote, OneDrive and SharePoint for enterprise users, and a mobile Office suite for Apple and Android.

What are the uses of Microsoft Word?

Microsoft Word is a word processor, and, like other word processors, it's capable of helping users create a variety of different types of documents. For example, users can create a résumé, business contract, instruction document, or a letter to another person. We've included a list of the top uses of a word processor on our [word processor](#) page.

How to open Microsoft Word without using a mouse

1. Press the [Windows key](#).
2. Type **Word** and select the Microsoft Word entry in the search results.
3. If Microsoft Word does not open after selecting it in the search results, press [Enter](#) to launch it.

Where do you find or start Microsoft Word?

If you have Microsoft Word or the entire Microsoft Office package installed on Microsoft Windows, you can access Microsoft Word in your [Start menu](#).

Keep in mind that new computers do not include Microsoft Word. It must be purchased and installed before running it on your computer. If you do not want (or cannot afford) to purchase Microsoft Word, you can use a limited version for free at [the Microsoft Office website](#).

Note

There are also free word processing programs you can try that are very similar to Microsoft Word. See: [Where can I get a free word processor?](#)

If Microsoft Word is installed on your computer, but you can't find it in your Start menu, use the following steps to launch Microsoft Word manually.

1. Open [My Computer](#) or [File Explorer](#).
2. Click or select the C: drive. If Microsoft Office is installed on a drive other than the C: drive, select that drive instead.
3. Find and open the **Program Files (x86)** or **Program Files** folder.
4. Open the **Microsoft Office** folder.
5. In the *Microsoft Office* folder, open the **root** folder. Then open the **OfficeXX** folder, where XX is the version of Microsoft Office (e.g., Office16 for Microsoft Office 2016) installed on your computer.
- 6.

Tip

If there is no *root* folder, look for and open the folder with **Office** in the folder name.

6. Find and [double-click](#) the file named **WINWORD.EXE** to start the Microsoft Word program.

How to open Microsoft Word without using a mouse

1. Press the [Windows key](#).

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How many lines are there on a page in Microsoft Word?

By default, there are 29 lines on one page in Microsoft Word.

What type of files can Microsoft Word create and use?

Early versions of Microsoft Word primarily created and used the **.doc** file extension, while newer versions of Word create and use the **.docx** file extension.

More recent versions of Microsoft Word can create and open the following types of files:

- **.doc, .docm, .docx**
- **.dot, .dotm, .dotx**
- **.htm, .html**
- **.mht, .mhtml**
- **.odt**
- **.pdf**
- **.rtf**
- **.txt**
- **.wps**
- **.xps**
- **.xml**

Why use Word instead of a plain-text editor?

Microsoft Word offers many features not found in a traditional [text editor](#) or a [plain-text](#) file. Some advantages include changing the [formatting](#) (e.g., [center](#)), editing the [font](#) type, size, and color, inserting pictures, and much more.

Tip

The features above are also available in a rich-text editor, such as [WordPad](#), which is included with Microsoft Windows.

Why use Word instead of a WordPad?

A [rich-text editor](#), like [WordPad](#), offers many of the same basic features as Microsoft Word. Where Microsoft Word differs is the ability to do more advanced features. Some of the advanced features include [mail merges](#), [spellchecker](#), [styles](#), [tables](#), [headers](#) & [footers](#), [WordArt](#), [columns](#), [margins](#), and more.

What are the different versions of Microsoft Word?

Microsoft Word has had several versions throughout its history. The different releases with release dates are listed below.

What Is Microsoft Word Used For?

Now you're ready to learn how to use MS Word. Use it to create many kinds of business and person documents. Here's just a sampling of how to use it:

For Business or School

Microsoft Office's Word is a great tool for creating business documents. Of course, you could design business and school documents from scratch. Or you could get a head start using a professionally designed template.

You can also find templates to help you create the following:

- [letter](#)
- report or paper
- [proposal](#)
- [newsletter](#)
- [brochure](#)
- catalog
- [poster](#)
- [flyer](#)
- postcard
- sign
- banner
- [resume](#)
- business card
- [invoice](#)
- receipt
- product packaging
- mailing label
-
-

For Personal Purposes

One of the [uses of MS Word](#) is to create gift certificates.

There are also many personal uses of MS Word. Here are just a few:

- [invitation](#)
- [card](#)
- gift tag
- recipe card
- place card
- [certificates](#)

As you can see, Microsoft Word comes in very handy for both your personal and professional lives!

How to Get Started Using Microsoft Word (+Top MS Word Features)

Microsoft Word has become more intuitive through the years. Even if you're just starting to use it, you can easily figure things out and navigate your way through the simplest tasks.

That said, it's got a ton of features for the more advanced user. And you're not aware of those features and how to use them, you can miss out on things that can make your workflow much easier.

1. Make Your Way Around: The Microsoft Word User Interface

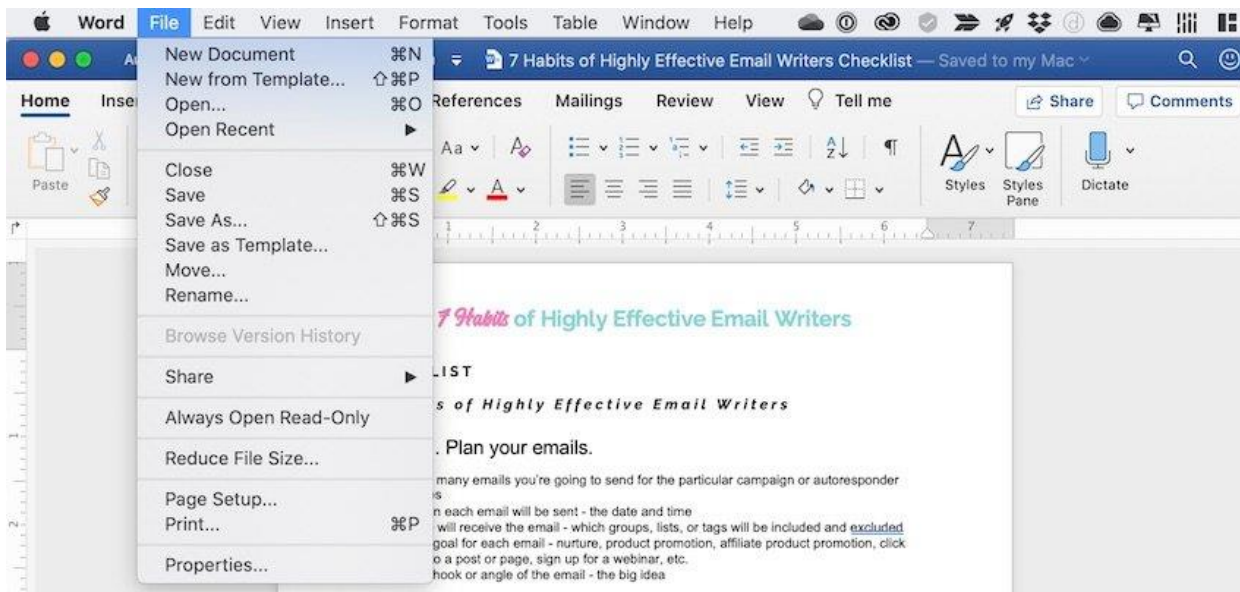
Whichever version you're using, the user interface is very similar:



The **main menu** gives you access to the major command groups:

- file
- edit
- view
- insert
- format
- tools
- table
- window
- help

Click on any of these items to reveal more detailed commands. For example, when you click on **File**, you get the following options.



Next, you see the **Quick Access Toolbar** lets complete frequently used tasks in Word with a single click. These include:

- save
- undo
- redo
- print
- search

This is also where you see the title of the document you're working on.

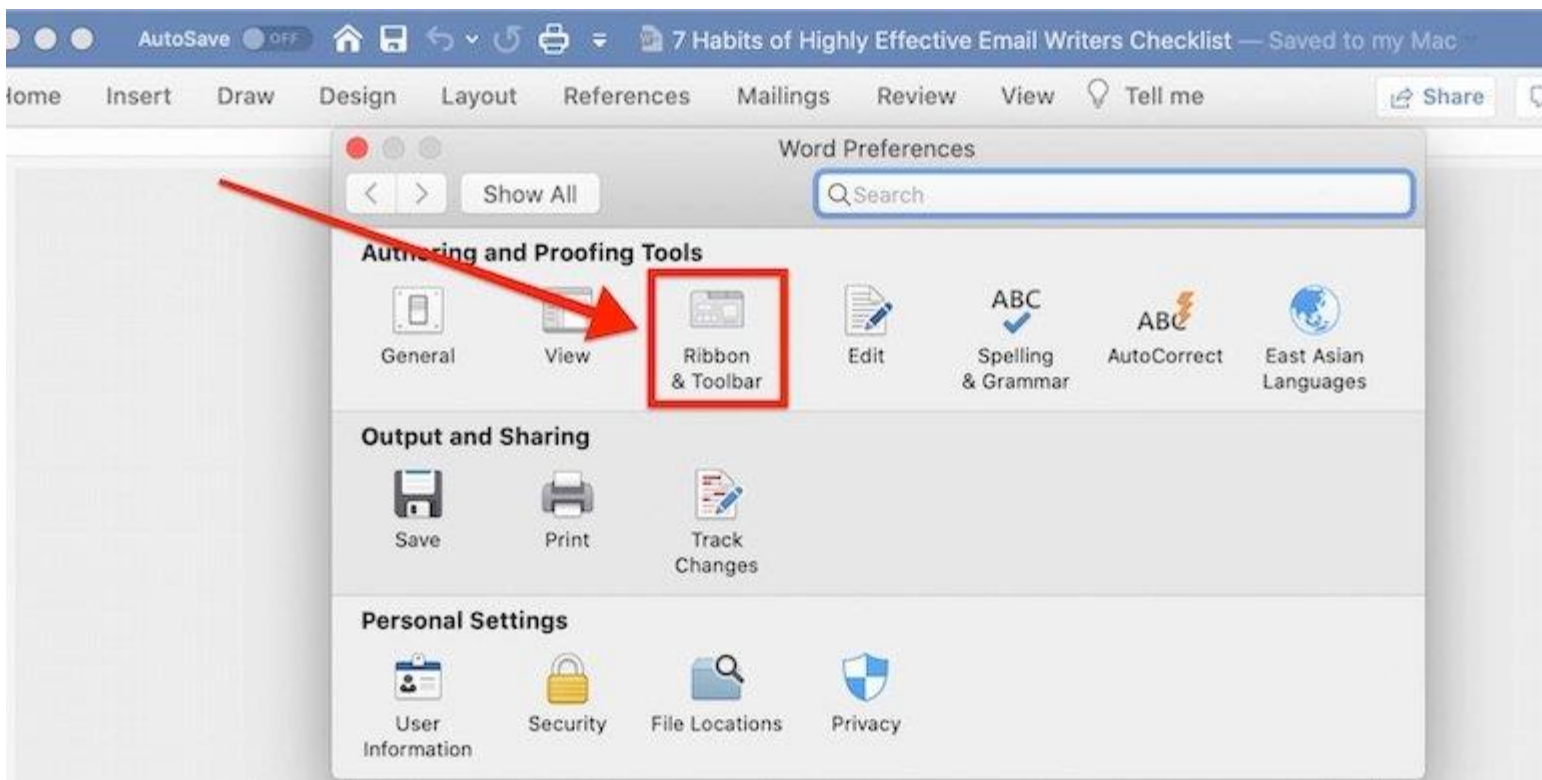
You can customize which buttons appear on your **Quick Access Toolbar**.

1. Go to Word > Preferences....



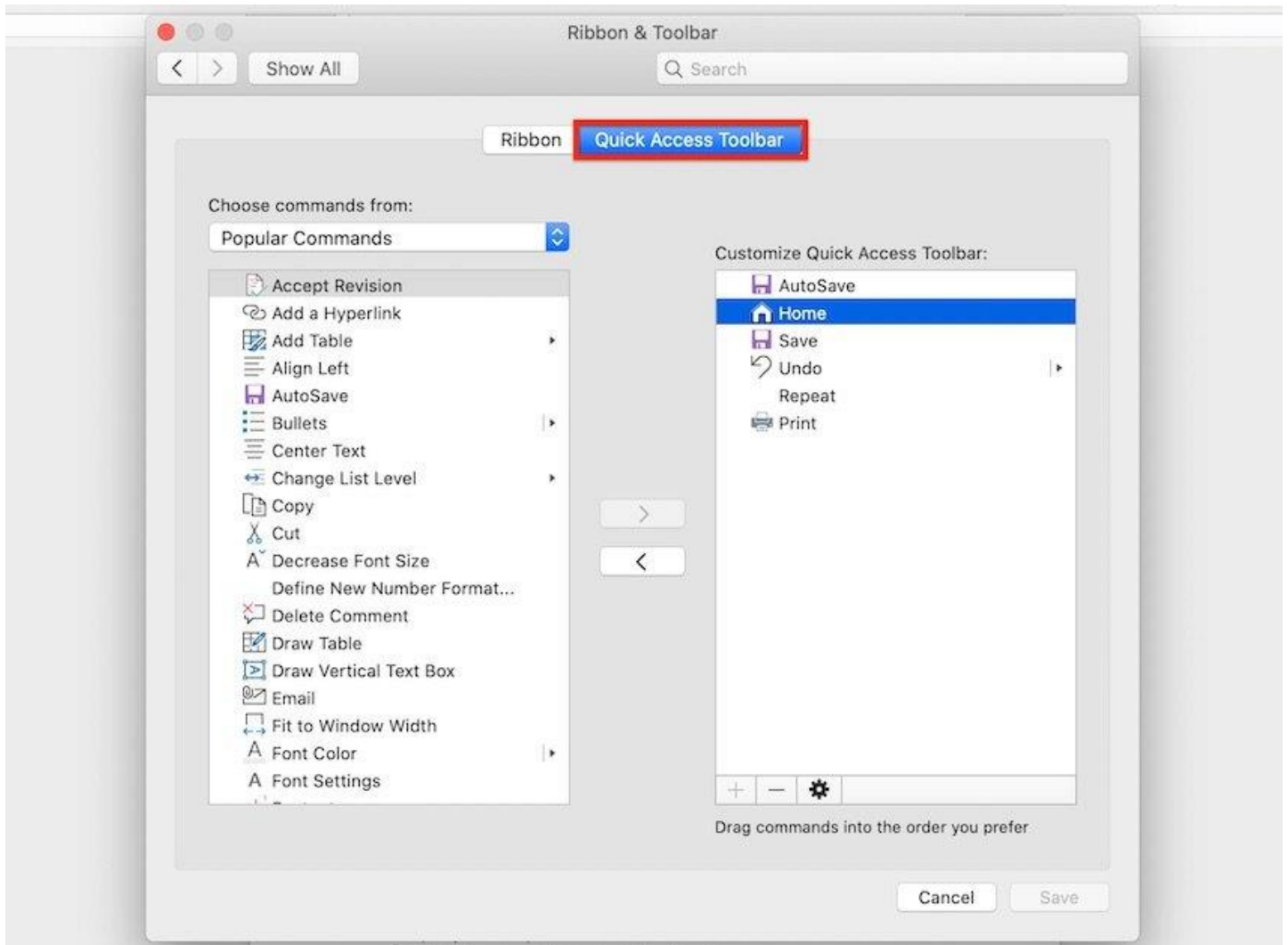
The **Word Preferences** dialog opens.

2. Click on the **Ribbon & Toolbar** button.



The **Ribbon & Toolbar** dialog pops up.

3. Click on the **Quick Access Toolbar** button.



4. Add, remove, or reorder the command buttons.

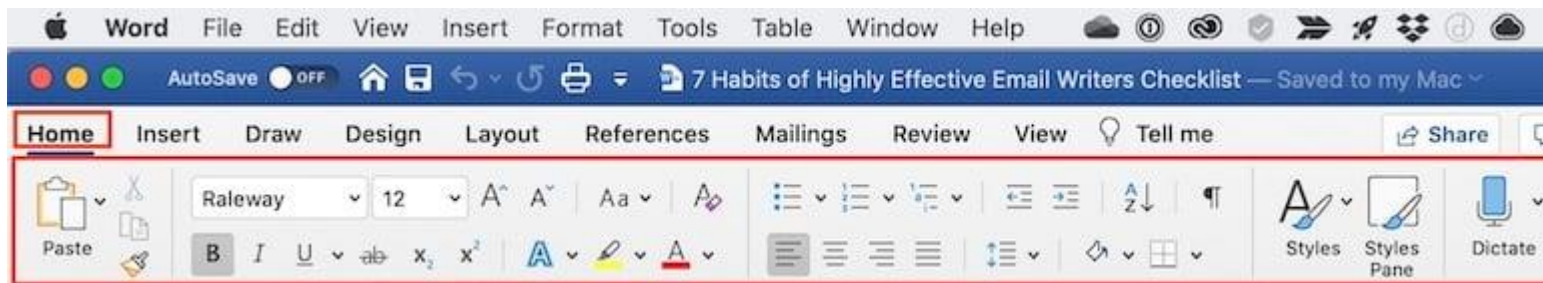
To add a button to your **Quick Access Toolbar**, find the command you wish to add from the left box. Click to select it, then click the right arrow. This moves it to the box on the right.

To remove a command from your **Quick Access Toolbar**, click on a command on the right. Then, click the left arrow.

You can also drag and drop the commands in your **Quick Access Toolbar** to change the order in which they appear.

5. When you're done, click **Save**.

Next, you'll find the tab and ribbon. Each tab displays a different ribbon of buttons for various related commands. For example, the **Home** tab displays this ribbon:

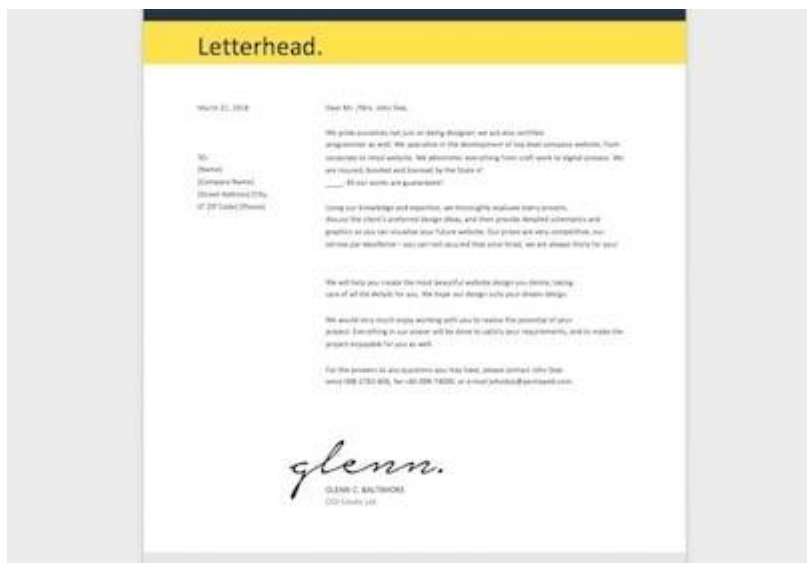


Follow the same steps above to customize the ribbon for each tab. Instead of selecting **Quick Access Toolbar** in the **Ribbon & Toolbar** dialog, click on the **Ribbon** button.

Let's look at just some of the things you can do.

2. Create a New Document

You could fire up Microsoft Word and create a document from scratch. The interface is intuitive enough to figure out. But if you need it, here's a quick guide to creating, opening, and saving files:



Earlier versions of Word create files in the DOC file format, a proprietary format. This means only Microsoft Word officially supported files with the DOC extension. But with some reverse engineering, other applications were able to open and save DOC files. That said, they may not fully support all its formatting and features.

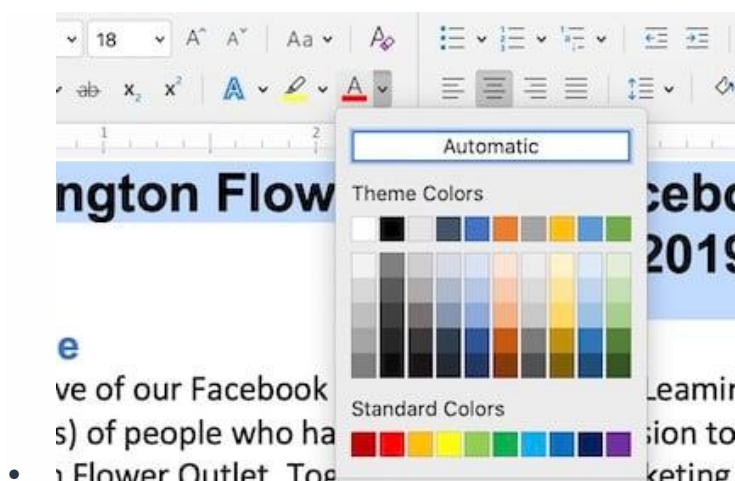
Since 2007, Word started saving files as DOCX by default. The X stands for XML standard or Open Office Extensible Markup Language.

DOCX makes for smaller files that are less prone to corruption. It can also be read by any robust word processor, like Google Docs. DOCX is now the standard file format of Word documents. Although, Word can save to DOC and other file formats as well (see Exporting to Other File Formats below).

3. Work With Text in MS Word

Microsoft Word shines when it comes to manipulating and formatting text. You can create the most basic, plain text-based documents to extremely creative layouts that previously required graphic design software.

Below are a few tutorials on the basics of working with text:



4. Go Beyond Text

Almost any document can benefit from the added impact of visuals. Read these articles to learn how to add and format pictures, as well as go beyond the basics with your layouts.

And if you find yourself using Microsoft Word more and more, you'll appreciate learning the keyboard shortcuts for your frequently used commands. Find out more below:

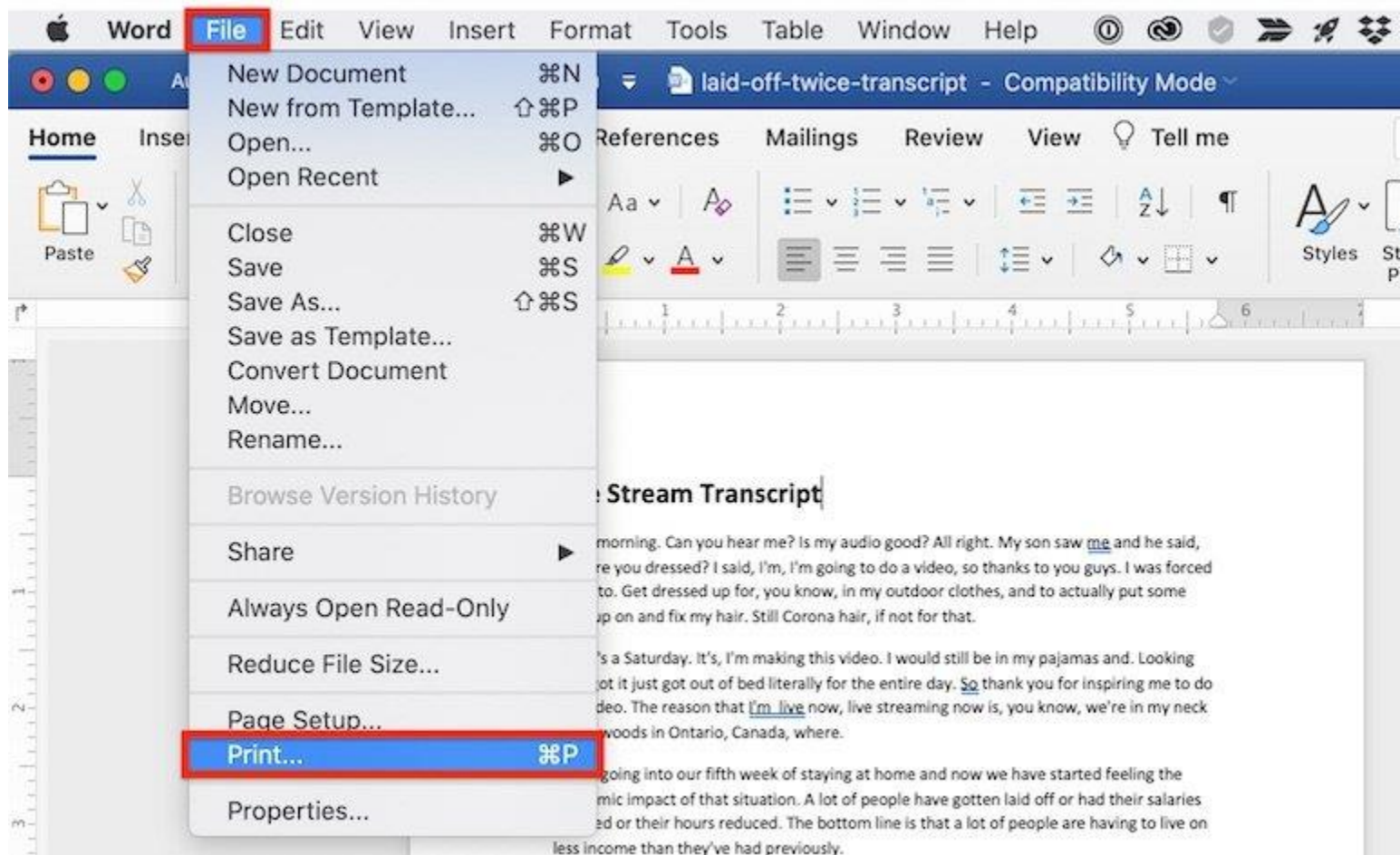


5. Print in Microsoft Word

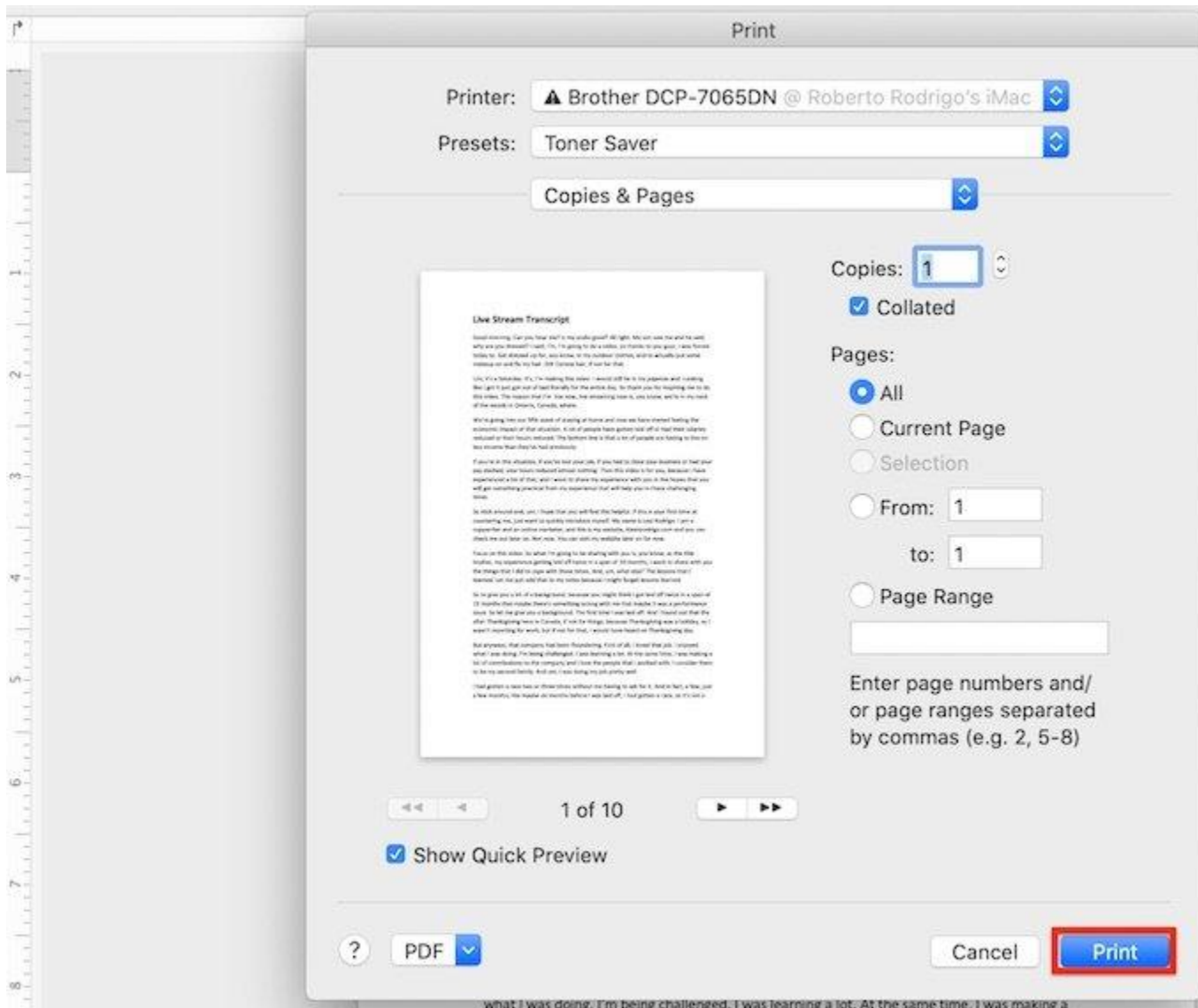
You can print to standard-sized paper as well as custom sizes. Print on matte, glossy, or photo paper. You can even print large documents, such as a banner, by printing them on separate sheets that you then piece together.

To print a document:

1. Go to **File > Print...**



The **Print** dialog opens.



Select your printer. Then choose the printer settings you want to use, including which pages to print, how many, and print quality.

2. Click **Print**.

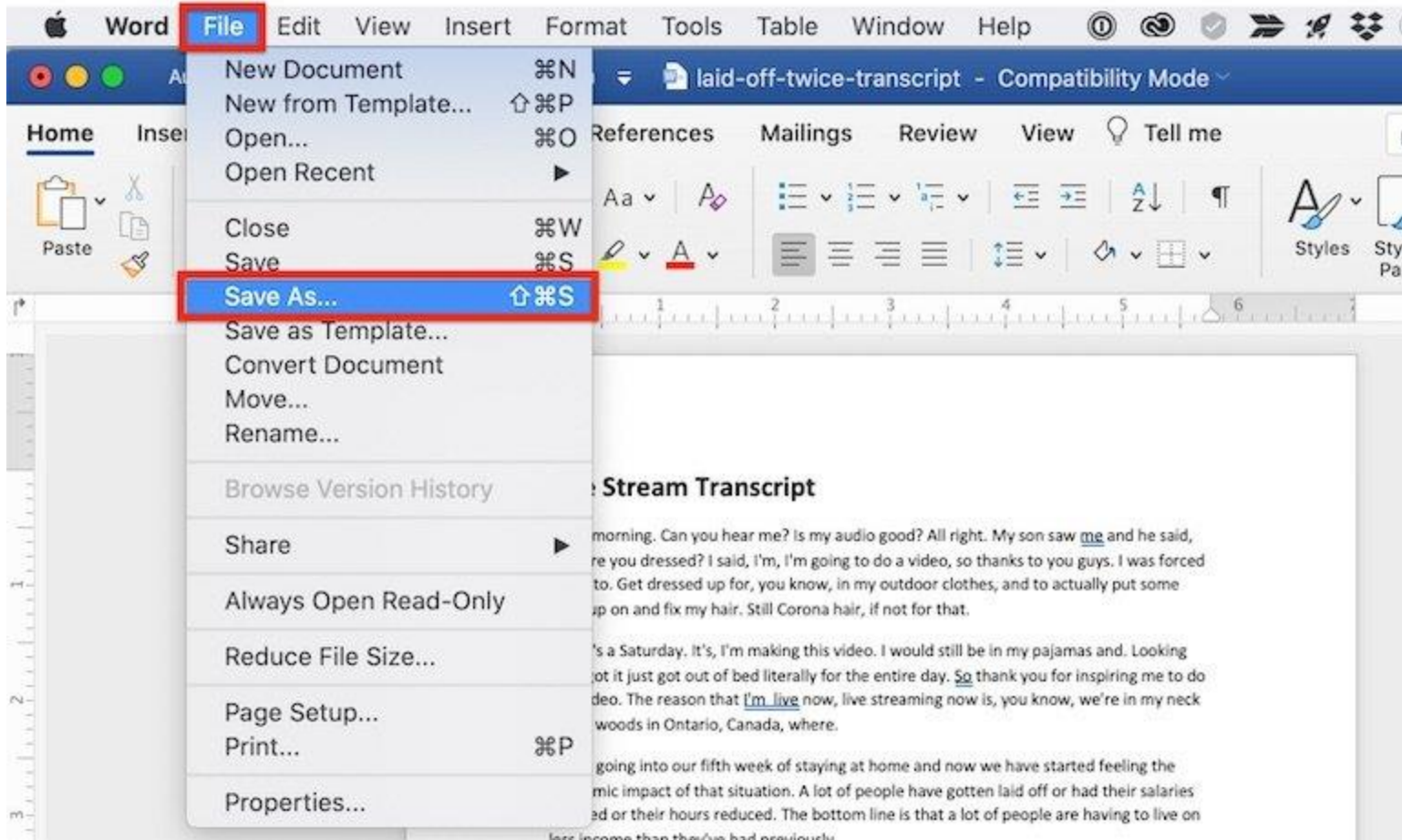
6. Export to Other File Formats

Microsoft Word isn't just for making printed documents!

Thanks to the exporting feature, you can export your document to other file formats. The most common one is a PDF, which you can upload to a website, email, or share in other ways.

Follow these steps to export your document:

1. Go to **File > Save As...**



The **Save As** dialog appears.

2. Choose a file format.

Give your document a name. Then, click on the **File Format** drop-down menu to display all the different formats you can export to. Select the format you want to use, then click **Save**.

Go to the Next Level With Word Templates

If you want to take your documents to the next level without getting a graphic design degree yourself, then use a template.

The best templates are created by professional designers who make the biggest design decisions for you: fonts, colors, formatting, image placement, and more. All you've got to do is to add your own text

and images, customize the formatting elements as you see fit, and you have a professional-looking document. Read this article on how to use Microsoft Word templates:

For best results, use a premium Word template. These are specifically designed to be customizable. They often come with after-sales support from the designers.

A great source of [premium templates](#) is Envato Elements. **For one small monthly subscription, get unlimited downloads of templates and other design pieces you need, such as fonts, photos, and more.**

Get unlimited downloads of premium [Word templates](#) at Envato Elements. For one-off projects, consider the [Word templates](#) from GraphicRiver. Here, you can access thousands of templates and other design tools, but on a pay-per-use basis.

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